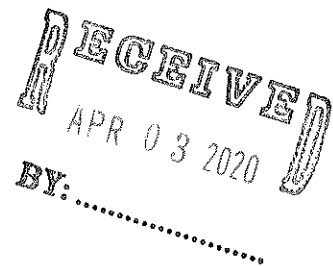




8300 Maryland Avenue
Saint Louis, Missouri 63105
C 314 854-4000

March 26, 2020

Wisconsin Department of Workforce Development
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707



Re: Layoff (Plant Closing) Notification

To Department of Workforce Development:

As a result of the unforeseeable, dramatic changes caused by COVID-19 and the resulting public health state of emergency in Wisconsin, we are writing to inform you that the Woodlore Manufacturing Facility located at 3820 Highway KW in Port Washington, Wisconsin will close on March 20, 2020. The Woodlore International, Recraft Customer Service, Woodlore Manufacturing and Recrafting parts of the facility will be closed and all employees in parts Woodlore International, Recraft Customer Service, Woodlore Manufacturing and Recrafting will be impacted.

In an abundance of caution, this Notice is being provided in accordance with the Federal WARN Act and Wisconsin's Worker Adjustment and Retraining Act and applicable law. This closure is expected to be temporary and assuming that business conditions improve, the company is hopeful that all these employees will be able to return to work in the future.

We decided to temporarily close the facility as a result of COVID-19, including a sudden and unpredictable impact on the company's operations and sales, including the closure of our 1500+ retail locations. These circumstances were not reasonably foreseeable until the last few days when the ongoing impact of COVID-19 became more evident. For that reason, we were unable to provide the full 60 days' notice that we would otherwise provide regarding this facility closing, and we are providing as much notice as is practicable given the rapid pace at which this situation has developed.

All affected employees have been notified of the facility closing dates and that this action is expected to be temporary. Those employees are expected to be temporarily laid off beginning on or about March 20, 2020 with an anticipated return date of April 27, 2020.

There are to be 28 employees laid off on or about March 20, 2020. The employees employed at the facility are not represented by a union. No bumping rights exist among those non-union employees, nor are there any jobs to which those employees may bump.

The job titles of all employees laid off as a result of the temporary facility closing are attached as Exhibit 1. Please note that approximately 1 employee will not suffer an employment loss due to the closing of the above referenced facility.

Further information about this closing may be obtained from Liz Wingenbach, Sr. Director, HR Business Partnerships, at (314) 854-2436 or at the following address: 8300 Maryland Ave., St. Louis, MO 63105.

Sincerely,

Liz Wingenbach
Sr. Director, HR Business Partnerships

w/Enclosure

EXHIBIT 1

RECEIVED
APR 03 2020
BY:

Position	Count of Position	Location
Assistant Team Lead, Operations	1	Woodloore
Clerk, AE Admin	1	Woodloore
Laborer	14	Woodloore
Lead Maintenance	1	Woodloore
Lead Production	3	Woodloore
Logistics Associate	2	Woodloore
Machine Operator	2	Woodloore
Maintenance Technician II	1	Woodloore
Maintenance Technician III	1	Woodloore
Material Handler	1	Woodloore
Production Engraver	1	Woodloore
Grand Total	28	

Note: For Location, Woodloore means 3820 Co Hwy KW, Port Washington, WI 53704.